

~~CONFIDENTIAL~~

ORD-2794-73

13 June 1973

MEMORANDUM FOR: Director of Research and Development
THROUGH : Chairman, Special Panel
SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-4 to GS-5

1. It is with pleasure ^{25X1A9a} and without reservations that I respectfully recommend [REDACTED] for promotion from GS-4 to GS-5.

2. [REDACTED] is a Clerk Stenographer serving in an approved GS-6 Secretary-Steno position. She has passed the Agency short-hand tests and upon assignment to this Staff took a refresher course to improve this skill.

3. She was selected for the present position in February 1973, over other candidates, due to her enthusiastic and conscientious approach to assuming duties and responsibilities in a professional office which practices the "team concept" in supporting the missions and functions of ORD and the Agency.

4. Even though her assignment coincided with the departure of the senior secretary and the beginning of the voluminous fiscal year workload period, this employee has demonstrated her ability and adaptability to perform effectively under any and all conditions (normally an additional secretary is required at the end of the fiscal year!).

5. I am impressed with the dedicated and cooperative spirit she displays as well as her basic knowledge and skills. It is honestly believed that she has the potential to assume and perform greater responsibilities and is very definitely an asset to this Staff, ORD, and the Agency.

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*Approved
Oct 73*

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Subject: 25X1A9a
[REDACTED]
GS-4 to GS-5

6. Your consideration and favorable action in promoting this neat, attractive, and highly qualified young lady to a GS-5 is respectfully requested.

25X1A9a
[REDACTED]

Chief, PMS/ORD/DD/S&T

RECOMMEND APPROVAL:
25X1A9a

[REDACTED]
Chairman, Special Panel

5 SEP 1973

Date

APPROVAL:

25X1A9a

[REDACTED]
Director of Research & Development

6 SEP 1973

Date

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